

**CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT**

AFTER SCHOOL CHALLENGE PROGRAM

**SELF-MONITORING
STANDARDS**

Anticipated Approval August 2004

This is not a licensed childcare program. The City of San Antonio sponsors this program in partnership with 8 local school districts.

Governing Body Responsibilities
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- A. The City of San Antonio is responsible for the operation of the After School Challenge Program in compliance with self-monitoring standards implemented by the City of San Antonio Parks and Recreation Department and approved by City Council Ordinance.

- B. The City of San Antonio, through San Antonio Parks and Recreation and the school districts, must ensure that the After School Challenge Program does not discriminate against any child based on the child's race, color, national origin, sex, religion or handicap.

Notifications

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- A. The San Antonio Parks and Recreation Department will notify the City of San Antonio City Council when changes are needed regarding the standards of self-monitoring. Standards will be revised annually for City Council Ordinance approval.
- B. The School District must notify the Parks and Recreation Department and City Council before changes are made that affect the program's operation:
 - 1. changes in the address and phone number of each site
 - 2. recommendations and complaints reported to the program or legal department
 - 3. any circumstances that arise requiring a change in the program operation
- C. Program staff must notify the After School Challenge Program main office as soon as possible, but no later than the end of the working day, if any of the following conditions occur:
 - 1. unsafe facility occurrence
 - 2. any situation which places or is likely to place children at risk
 - 3. injury to a child while in program
 - 4. conditions requiring EMS, Police or Fire Departments to be called

Posting Requirements

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- A. The following items must be displayed in a program binder where staff, parents, and others may view them:
 - 1. A copy of the City Ordinance pertaining to the Self-Monitoring Standards
 - 2. Texas Department of Protective and Regulatory Services letter certifying that state guidelines have been met for child care licensing exemption
 - 3. Incident Form to report suspected child abuse and other complaints of operation to the field supervisor or After School Challenge Program office (207-3151)
 - 4. Emergency evacuation and relocation plan with at least two (2) exits
 - 5. Self-Monitoring Standards Checklist from the most recent monitor's visit

B. The following telephone numbers must be available at each site:

1. Emergency Medical Services, Fire, and Police: 911
2. Law Enforcement: 207-7273 (Non-Emergency)
3. Fire Department: 207-7744 (Non-Emergency)
4. Poison Control: 1-800-764-7661
5. Child Abuse Hotline: 1-800-252-5400
6. After School Challenge Program Office (1635 NE Loop 410, Suite 700, 78209; Phone: 207-3151, Fax: 207-3101)
7. Nearest evacuation facility (including name, address, and phone number of the facility)
8. City of San Antonio Information Line: 311 (Non-Emergency)

Enrollment Information and other Records

- A. All required records will be maintained and made available for inspection by authorized monitors for the duration of the three hours that each program operates.
- B. A file will be maintained for each participant enrolled in the program and will contain the following information:
 1. name, date of birth, address, phone number of child
 2. phone number and name of school
 3. date of child's admission to the program
 4. names, addresses, and phone numbers where parents can be reached
 5. names and phone numbers of other designated persons for emergencies
 6. names and phone numbers of persons child may be released to
 7. child's physician's name, address, and phone number
 8. statement of special needs, hospitalization, long-term medication
 9. emergency medical authorization

- C. Parents will be required to sign their child(ren) out of the program on a daily basis. Sign-out records must be kept for at least two weeks. Only parents or adults (18 years old and older) authorized by the parent will be permitted to sign participants out of the program.
- D. The City of San Antonio Parks and Recreation Department will offer the program to children 5 years old and older as of September 1st. Each school campus will customize the grade level offering of program services.

Parental Communication

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- A. Parents will be provided a copy of “After School Challenge Program Self-Monitoring Standards.”
- B. Parents are encouraged to visit the facility at any time during program hours.
- C. Parents or authorized person will be notified in writing or by phone, as appropriate, when:
 - 1. the child is injured
 - 2. the child has a sign or symptom of illness
 - 3. a situation exists which places or is likely to place the child at risk
 - 4. Parents will be notified of any communicable disease as required by the Health Department

Staff Qualifications

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Required minimum qualifications with the After School Challenge Program:

- A. Staff must be at least 18 years of age
- B. Staff must have a High School diploma or GED
- C. Staff must have current certifications in CPR (every 2 years) and First Aid (every 3 years).
- D. Pre-employment background check and drug testing are conducted on all city employees in the After School Challenge Program.**

- E. Everyone employed with the City of San Antonio must have a signed document showing they have read the Administrative Directive regarding use of alcohol and concealed weapons in the workplace.

Responsibilities of Program Staff

A. Program Director

- 1. provides overall direction and supervision for program development
- 2. provides accountability for administration, management, maintenance, personnel and program development
- 3. supervises, monitors, and evaluates the work of program employees to include: work assignments, work schedules, set goals and objectives, set deadlines, evaluates staff performance, selects discipline and recommends termination, and develops employee training programs

B. Program Coordinator

- 1. assists in supervising, monitoring and evaluating program employees reports to the After School Challenge Program Director.
- 2. assists in coordinating and implementing the program at each site
- 3. acts as liaison between the Parks and Recreation Department, school districts, and community organizations involved in the program

C. After School Challenge Program Enrichment Supervisor

- 1. serves as the “area field supervisor” for 5 to 8 sites in the After School Challenge Program and reports directly to the After School Challenge Program Director and After School Challenge Program Coordinator
- 2. monitors the daily operation of the program (including daily reports, supervision and evaluation of site staff)

D. After School Challenge Program Facilitator (Enrichment Specialist - Site Supervisor)

- 1. administers daily operations to ensure that children are:
 - a. provided with a healthy and safe environment
 - b. given opportunities to develop relationships
 - c. provided with an environment that fosters cognitive, social, and emotional growth
- 2. provides staff assignments and supervision
- 3. ensures that the staff comply with the standards of the program when the facilitator is absent
- 4. communicate concerns to the area supervisor

E. Enrichment Specialists - The program staff may will consist of Enrichment Specialists which may include: Educational Professionals, Teachers certified by the Texas Education Agency, Para-Professional district employees, or non-district employees (college students, parents, or other community

members). Program staff members will report to the facilitator and are responsible for:

1. **planning and implementing age appropriate activities for school-aged children**
2. **actively supervising youth program participants**
3. **maintaining sufficient equipment and supplies**
4. **maintaining child/staff ratio at a maximum of 25 students to 1 staff**
5. **being knowledgeable of the objectives and purpose of the self-monitoring standards adopted by city ordinance**
6. **monitoring children at all times with sign-in and sign-out records to keep track of children (Children are not to be left alone at anytime.)**
7. **being free from other duties except those directly involving the supervision of children**
8. **when a staff change occurs, information must be transferred to the new staff member including significant information about the children and a list of children present in group**
9. **communicate with the facilitator**

Staff Training

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- A. A minimum of 8 hours of documented training will be required annually for After School Challenge Program staff in the areas of: management, staff supervision, age appropriate programming, and safety.
- B. Staff members who are not school district employees will receive an additional 8 hours of in-service training annually.

Safety

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All staff must meet Parks and Recreation Department's minimum training standards on safety issues. For example: CPR, first aid, playground equipment, work place violence, emergency drills, food safety, and facility inspection.

- A. All areas accessible to children must be free from hazards.

- B. Indoor and outdoor play equipment and supplies must be safe for children.
 - 1. Play equipment should have no openings or angles to entrap a child's head.
 - 2. Daily equipment inspections must be made prior to use by program participants.
- C. First aid supplies should be readily available to staff (and continuously replenished) at all times and must include the following:
 - multi-size adhesive bandages, adhesive tape, gauze pads, waterproof disposable gloves, tweezers, syrup of Ipecac, scissors, antiseptic wipes, thermometer, cotton balls, soap, cotton tip applicators, hydrogen peroxide, magnifying glass, and a First Aid guide

Health

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- A. An annual sanitation inspection is be conducted by Metropolitan Health District. A copy of the inspection report must be kept with program records.
- B. Building, playgrounds, and play equipment must be cleaned, repaired, and maintained to protect children (notify school of needed repairs).
- C. An adequate supply of drinking water must be available.
- D. Children must wash their hands with soap and running water followed by drying with a clean material (such as paper towels). Hand washing should be conducted after using the toilet and before eating.
- E. Staff must wash their hands with soap and running water:
 - 1. before and after serving food
 - 2. before and after handling food
 - 3. before and after treating injuries
- F. Staff must wear waterproof gloves when handling blood or other body fluids and contact the site custodian for assistance.
- G. Food and drink will be prepared, stored, distributed, and served in a safe and sanitized manner.
- H. Food service equipment must be sanitized by school district prior to daily use.

Fire, Fire Safety, and Emergency Precautions

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- A. Fire extinguishers must be inspected and dated annually by school districts.

- B. In the event of an emergency, the staff's first responsibility is to move the children to a designated area that is safe and supervised.
- C. In an emergency, all staff and children must be able to safely exit the building within three minutes.
 - 1. The building must have at least two exits to the outside, located in distant parts of the building. An exit through a kitchen or other hazardous area cannot be one of the required exits unless specifically approved in writing by the Fire Marshal.
 - 2. If any doors open into a fenced yard, the children must be able to open the doors easily from inside the building.
 - 3. Exit doors shall not be blocked or locked during business hours.
 - 4. In case of electrical failure, a flashlight or other battery-powered lighting must be available at each site.
- D. An emergency evacuation and relocation plan must be posted in each room used.
 - 1. The plans must show two exit paths from each room unless the room opens directly to the outdoors at ground level.
 - 2. Staff must conduct an emergency evacuation drill three times a year for each site. All drills conducted must be documented on an emergency drill form.
- E. The staff must call the Fire Department in case of fire or danger of fire, explosion, toxic fumes, or chemical spills.

Illness and Injury

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- A. Parents shall be notified in cases of illness or injury.
- B. A child who is ill or injured will be supervised until the parent or authorized person arrives and removes the child from the program
- C. Staff will not administer any medication.

Monitoring / Enforcement

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- A. On a quarterly basis, the area supervisors will evaluate and monitor sites using the self-monitoring standards compliance checklist.
- B. Once a year, City of San Antonio administrative staff members will evaluate and monitor each After School Challenge site.
- C. Violation of any After School Challenge Program self-monitoring standards will result in appropriate steps to correct the situation. Corrections must be completed in a timely manner.

